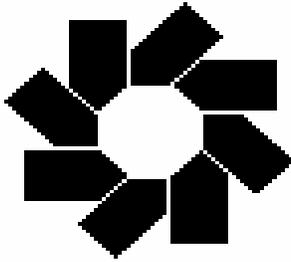


PROGRESS OF CLASS "B" LEGISLATION

Subject of legislation: DL course designator				
Handbook location: Volume Four, Part II, Chapters 2, 7, 9, 11, 13, 14, and 15				
SEC action: Approved, February 12, 2007				
Senate action: Approved, March 1, 2007				
Letter to President w/signature line & date for approval & also must be certified by chair)		Date Sent: 3/5/07 Date due: 3/19/07		Date returned (14 days to reply): 3/7/07
Date published as "B" Bulletin (within 10 days of President's approval): 3/16/07				
Date in effect (if 5% of the voting faculty do not file written objection within 21 days): 4/6/07			Number of objections received: 149	
If 5% of voting faculty submit written objection, action by SEC: N/A				
Senate action following written objection: N/A				
If affirmed by Senate, date of 2nd publication of Class "B" bulletin: N/A				
Vote of faculty (within 14 days of date of 2nd Class "B" bulletin) N/A		Date ballots mailed: N/A		Last day to vote (21 days): N/A
Result of faculty vote	# ballots mailed out:	For:	Against:	Abstain:
Date legislation is effective: 4/6/07				
Results in letter to President: 4/10/07				
Original President's letter w/signed approval (and President's letter w/results of referendum election, if any) to permanent file for next Handbook revision				



University of Washington
FACULTY SENATE
Box 351271

Class B Bulletin No. 173

Mailed March 16, 2007

GENERAL LEGISLATIVE ACTION

At its meeting on March 1, 2007, the Faculty Senate approved a Class B change in the University Handbook: Volume Four, Part III, Chapter 2, Sections 1 and 7; Chapter 7, Section 1; Chapter 9, Section 3; Chapter 11, Section 1; Chapter 13, Section 3; Chapter 14, Sections 1, 2 and 4; and Chapter 15, Section 1 – all related to changing how we use the DL course designator. President Mark Emmert has also approved the proposed revisions, and the faculty is now asked for its approval or disapproval. *If you do not respond, we will assume you have approved the changes in the legislation. To disapprove, and call for Senate reconsideration of the matter, you must object in writing (letter or e-mail) by April 6, 2007. A copy of the proposed changes is included with this notice.*

RATIONALE FOR THE LEGISLATION

In Spring 2000, the Faculty Councils on Academic Standards and Educational Outreach (FCEO) agreed to form a joint task force to consider changes in UW policy toward distance-learning courses offered at the University of Washington. The effort followed the refusal of both councils to endorse recommendations of an ad hoc committee that would have ended all undergraduate residence requirements, ended transcript distinctions between distance and classroom courses, and included all distance-learning courses in undergraduate grade point averages.

The Task Force recommendations result from meetings that began in October, review of policies at peer institutions, and numerous responses from faculty offered in writing and in a public hearing. These proposals were further refined in discussion with administration and Faculty Senate leadership in spring and summer 2001. The changes were reviewed and approved according to Class B legislation processes. Changes were made in the University Handbook.

In 2004 and 2005, FCEO was asked to review these changes as distance learning is becoming more pervasive and accepted as standard practice within UW Educational Outreach and academic units in general.

Proposed New Legislation:

The proposed Class B legislation is to exclude the “DL” (distance learning) designator from official student transcripts. Justifications for this include:

1. DL designated courses may be evaluated differently by external organizations/universities who may question why UW distinguishes these courses from our regular courses;
2. Other universities do not make a distinction between their classroom-based and DL courses;
3. It is the responsibility for each program, department and/or school to ensure that academic quality standards are met regardless of the form of delivery of their courses; and
4. The distinction between DL courses and classroom-based courses is becoming very blurred as faculty use many different technologies and teaching strategies within their individual courses.

Additional Notes and Future Considerations:

Students wish to have some indicator in the time schedule that indicates the amount of in-class versus DL activities they should expect for ANY course. Detailed reviews of the University Handbook and sections related to the use of DL designators and policies were completed. Recommended changes have been identified and will be prepared for review in 2006/2007.

A series of meetings with representatives from the Registrar's office resulted in the charge to evaluate student data and overall outcomes for courses already identified as DL Courses. FCEO recommends that the DL designator continue to be used for internal use so that we may receive outcomes data for student performance. A series of specific outcomes indicators were discussed and summarized for future reporting from the Registrar's Office.

Class B action is suspended if written objection to its substantive nature, signed by FIVE percent or more of voting members of the faculty or by two-thirds (2/3) of the eligible voting faculty of either the University of Washington, Bothell, or the University of Washington, Tacoma, is presented to the Secretary within 21 days of its publication. The cut-off date for filing objections is **April 6, 2007**. Please send objections via e-mail or campus mail to the following address: Secretary of the Faculty – Box 351271 or secfac@u.washington.edu

REMEMBER THE DEADLINE FOR WRITTEN OBJECTIONS IS APRIL 6, 2007

**Proposed Handbook Changes Related to the DL Course Designator
Volume Four, General Information and Selected Rules and Policies
Part III, Scholastic Regulations
<http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>**

Chapter 2: Registration

Section 1; Registration for Residence Courses.

- A. Registration Required: No person, other than faculty members participating informally with the approval of the instructor, may take part in a University course in which she or he has not been registered.

Section 7. Registration for Independent Study by Correspondence Courses

- A. ~~A matriculated student who wishes to take DL-suffix courses through UW Educational Outreach should consult with his or her academic advisor before registering.~~ DL courses will be tracked in the internal UW records, but not specially designated on official UW transcripts.
- B. UW Educational Outreach provides advising for nonmatriculated students desiring guidance in selection of courses. A matriculated student who wishes to take DL courses should consult with his or her academic advisor before registering.

Chapter 7: Academic Probation and Dismissal for Low Scholarship.

Section 1. Cumulative Grade Point Average.

Cumulative grade-point average includes only credits granted for courses taken in residence at the University of Washington and ~~DL-suffix~~ courses. This specifically excludes transfer and extension credits, and credits earned by examination.

Chapter 9: Continuing Education.

Section 3. Credit Programs.

- A. University credit courses are offered by UW Extension through the Evening Credit Program.
1. Evening Credit Program students are not matriculated in the University.
 2. Credits earned through the Evening Credit Program are applicable toward a degree when a student matriculates.
 3. Admission/registration in the Evening Credit Program is conducted by UW Extension.
 4. Student records are included in the central student database of the UW.
 5. Student grades are included on an official University of Washington transcript.
 6. Academic Student Services in UW Extension provides general advising for Evening Credit Program students.
 7. Quarterly listings of Evening Credit courses appear in the UW Extension Catalog.
- B. The Executive Master of Business Administration, the Master of Public Health, and the Master of Electrical Engineering offered through Televised Instruction in Engineering are discrete degree programs offered by the respective schools. There are separate entrance and graduation requirements.
- C. Students may gain access to courses at the University of Washington on a space-available basis under special provisions.
1. Graduate Nonmatriculated Status

- a. Graduate School Memoranda (Numbers 36, 37 and 38) issued January 9, 1984 established policy and procedures for graduate nonmatriculated (GNM) students to enroll in University courses.
- b. Individuals submit application to the academic unit to which they seek admission as a graduate nonmatriculated registrant. Official transcripts of college work must be submitted directly to that academic unit (home department).
- c. The Graduate Program coordinator in the home department has the final authority for the approval or denial of admission. Registration occurs at UW Extension.
- d. Eligible students are classified as graduate nonmatriculated (GNM) and may apply a maximum of 18 graduate credits toward an advanced degree.
- e. Minimum Graduate School standards for scholarship apply to GNM students. Grades are entered on official University of Washington transcripts.
- f. Information and application materials are available at home departments, the Graduate School, and UW Extension.

2. Nonmatriculated Student Status

- a. Individuals may also enroll in University courses as nonmatriculated (NM) students, on a space-available basis.
- b. Credits earned by nonmatriculated students cannot be applied toward a graduate degree.
- c. No more than 20 percent of the total enrollment of a course may be nonmatriculated.

D. UW Educational Outreach (UWEO), through its Distance Learning Program, also offers DL-suffix University credit courses to matriculated and nonmatriculated students, ~~without regard to their relative proportions.~~ After June 2005, UWEO may only offer University credit courses in distance learning format that have been designated as DL-suffix courses. The provisions of subsections D.1. through D.6. shall continue to apply to non-DL-suffix distance learning courses offered through June 2005 by UWEO, but are superseded by other Code provisions in application to DL-suffix courses.

1. Distance Learning courses are available to matriculated and nonmatriculated students.
- ~~2. Distance Learning offers credit courses which are a part of the University of Washington's current curriculum. The courses are listed in the Distance Learning Catalog.~~
- ~~2.~~ 3. Students may apply a maximum of 90 credits of UW Distance Learning coursework towards the credit requirements for graduation.
- ~~3.~~ 4. Grades for Distance Learning courses appear on Official University of Washington transcripts will not differentiate between distance learning and classroom courses. but are not included in the calculations of grade point averages.
- ~~5. Matriculated students should consult academic advisors before enrolling in a Distance Learning course.~~
- ~~4.~~ 6. Students may enroll in Distance Learning courses throughout the year and generally have up to 42 three (3) months from the date of registration to complete the coursework.

E. ACCESS Program for the Older Adult

The University of Washington waives tuition for Washington residents 60 years of age and older who wish to attend classes as auditors. UW Extension registers the participants on behalf of the University.

1. Registration is on a space-available basis.
2. Students are limited to a maximum of two courses per quarter.

3. As auditors, ACCESS students do not participate in laboratory work or examinations, nor do they receive grades.
4. ACCESS students pay a registration fee.
5. ACCESS students enroll for courses on the last day of registration.

Chapter 11. Grades, Honors, and Scholarship.

Section 1. The Grading System.

- A. The following shall be the system of grades, subject to the exceptions noted in Subsections B, C, D, and E of this section.
1. Numeric grades shall be entered as numbers, the possible values being 4.0, 3.9, . . . and so on decreasing by 0.1 until 0.7 is reached. The numbers 0.6, 0.5, 0.4, 0.3, 0.2, 0.1 shall not be assigned as grades. The number 0.0 can be assigned as a grade.

Correspondence between numeric grades and letter grades is as follows:

Letter Grade	Numerical Grade-Point Equivalent	Explanation
A	4.0-3.9	Honor
A-	3.8-3.5	
B+	3.4-3.2	
B	3.1-2.9	Good
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	Medium
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	Poor (low pass)
D-	0.8-0.7	
E (or F)	0.6-0.0	Failure or other than official withdrawal

2. the following letter grades also may be used.

Letter Grade -- Meaning

- I -- Incomplete
- N -- Satisfactory without grade
- W -- Official Withdrawal
- S/NS -- Satisfactory/Non-Satisfactory
- CR/NC -- Credit/No Credit
- HW -- Hardship Withdrawal

Complete descriptions of the above letter grades follow.

3. The grade I.

- a. An Incomplete shall be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.
- b. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the following quarter. An Incomplete grade not made up by the end of the next quarter shall be converted to the grade of 0.0 (E) by the Registrar unless the instructor has indicated when assigning the Incomplete grade that a grade other than 0.0 (E) should be recorded if the incomplete work is not completed. For Spring Quarter, the following quarter is considered to be Fall Quarter.

A student may petition the Registrar to retain the Incomplete grade on his or her record for a maximum of three additional quarters. Petitions will be granted by the Registrar if approved by the instructor of the course involved. Petitions must be received by the Registrar's Office prior to the end of the quarter in which the I grade will convert to a failure.

- c. In no case shall an Incomplete on the record at the time a degree is granted be subsequently changed to any other grade.
- d. The grade I shall count neither for registered hours nor in computation of grade-point averages.
- e. For DL-~~suffix~~ courses that do not follow the quarter schedule, an Incomplete shall be given only when the student has done satisfactory work to within two weeks of the maximum term for completion of the course, as specified at the time of registration. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the end of the quarter following the one in which the Incomplete was given. All other provisions and deadlines of subsections a. – d. shall also apply.

4. The grade N.

The grade N may be given in thesis, research, and hyphenated courses in which the grade is dependent upon the work of a final quarter. When the grade of N is given in a course it may indicate that the work has been completed to the end of the quarter in which the N is given. It shall carry with it no credit or grade until a regular grade is assigned. The use of the N grade shall be optional. (See also Subsection B.3.)

5. The grade W will be assigned to any course dropped after the fourteenth calendar day of the quarter through the seventh week, to be followed by a number representing the week in which the course was dropped.

- a. The Office of the Registrar will assign a grade of W to any course in which a student is enrolled when a University withdrawal is filed after the fourteenth calendar day of the quarter.
- b. Proportional schedules will be published in the *Time Schedule* for Summer Quarter a and b terms.
- c. The grades of W and HW are not computed in the grade-point average.
- d. Students unofficially dropping a course will receive a grade of 0.0.
- e. For DL-~~suffix~~ courses that do not follow the quarter schedule, the grade W shall be assigned to any course dropped after the fourteenth calendar day after the start of the course and ~~more~~ no later than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript. The provisions of subsections c. and d. shall also apply.

Chapter 13. Withdrawals.

Section 3. Dropping a Course

- A. A drop from a course is voluntary severance by the student of his or her connection with the course. To be official it must be made under the following conditions:
1. Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental ~~clearance~~ approval will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.
 2. A student may drop a maximum of one course each academic year (defined as September through August) after the 14th calendar day of the quarter. This drop is available through the seventh week of the quarter. A grade of W followed by a number indicating the week in which the drop occurred will be recorded for the dropped course. Unused drops do not accumulate from year to year.
 3. Hardship Withdrawal. After the 14th calendar day, a student may petition the Registrar's Office in writing to drop a course. The Registrar will grant such a petition if in his or her judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student's control, which have arisen after the 14th calendar day of the quarter. Petitions must be filed with the Registrar's office promptly after the occurrence of the event that gave rise to the need for dropping. Approved drops will be entered on the transcript with a grade of HW.
 4. A student may drop all courses through the last day of classes by withdrawing from the University for that quarter.
- B. Drops from a course not officially transacted with the Registrar's Office are not official, and result in a grade of 0.0 (E) for the course.
- C. Proportional drop schedules will be publicized in the *Time Schedule* for Summer Quarter a and b terms.
- D. Drops from a course accomplished by any other method are not official, and result in the grade of 0.0 (E) for the course.
- E. For ~~DL-suffix~~ courses that do not follow the quarter schedule, the drop deadline is the 14th day after the official start of the course. A ~~DL-suffix~~ course may be used for the once-yearly drop described in part A, but not within two weeks of the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of parts A. ~~through~~ = D. apply.

Chapter 14. Degrees, Graduation and Commencement.

Section 1. Depth Requirements.

- A. Minimum Depth Requirements: The various schools and colleges of the University will be responsible for establishing criteria to ensure adequate depth in the program of studies of each student seeking a degree.
- B. Residence Requirement: To be recommended for a first or subsequent Bachelor's degree, a student must complete 45 of his or her final 60 credits as a matriculated student in residence at the University of Washington campus where the degree is to be earned. Exceptions to this rule are as follows:
1. Of the 45 ~~non-DL-suffix~~ resident credits required for a UW undergraduate degree, no more than 10 credits may be waived by the dean of the college or school awarding the degree and only ~~for an individual student~~ on a case-by-case basis.
 2. A unit desiring to develop a provisional undergraduate distance-learning degree may petition the college, or school and the Faculty Council on Academic Standards, and university curriculum committees for a waiver of the 45-credit resident requirement and/or the 90-credit ~~DL-suffix~~ course limit. Such petitions

should identify the reasons why the offering needs to waive the requirement, based on audience, access, or unit academic mission, describe the relationship of the new program to existing degrees, justify the methods of content delivery, and describe the goals and oversight needed to meet institutional standards. If the petition is approved, the degree may be implemented with a repetition of the abovementioned review required in the sixth year for continuance.

Section 2. Requirements for the Bachelor's Degree.

- A. **Required Grade Point.** To be eligible for the bachelor's degree, an undergraduate student must achieve a minimum cumulative grade-point average of 2.00. Only resident credits and credits from DL-suffix courses will be used to compute the graduation grade-point average.
- B. **Required Credits:** To be eligible for graduation from the University with the Bachelor's degree, a student shall satisfy all other specific requirements and shall offer a minimum of 180 academic credits.
 - 1. Effective Autumn Quarter 1994, the requirements for graduation shall include:
 - a. no fewer than 40 credits of general education courses approved by the appropriate school or college, including no fewer than 10 credits in each of three areas of study: The Natural World, Individuals and Societies, and The Visual, Literary and Performing Arts;
 - b. no fewer than 12 credits of writing consisting of 5 credits of English Composition and 2 additional writing-intensive courses (the latter may be satisfied through several options: "W" courses, senior seminars, senior thesis, or courses for which students and faculty contract for a substantial amount of writing);
 - c. no fewer than 5 credits of courses devoted to reasoning skills (courses to fulfill this requirement include quantitative, symbolic, or formal reasoning which may be satisfied within the discipline).
 - 2. Courses taken to fulfill the writing, reasoning and major requirements may apply as appropriate to the general education requirements.
- C. Any college may make additional requirements for graduation.
- D. **Extension Credits:** No more than 90 extension credits may be counted toward the bachelor's degree. No more than 45 credits gained in extension courses offered by other institutions may be counted toward the bachelor's degree.
- E. **Effective date for graduation requirements:**
 - 1. If fewer than ten years have elapsed since a student's admission into her or his major program, she or he may choose to graduate under the major-program requirements in effect at the time of admission, or under any subsequent requirements. The choice shall be subject to approval of the student's departmental chair and dean, according to the procedures established in [Section 23-48](#) of the *Faculty Code*.
 - 2. If a student wishes to obtain a degree after a lapse of more than ten years from the date of admission to the major program, she or he must meet the requirements in effect at the time of graduation unless permission to use an earlier catalog is granted, either as a general policy or expressly for the individual student, by the academic unit (department, school or college) whose requirements are in question.
 - 3. These provisions do not apply to the requirements for teaching certificates, which are prescribed by the College of Education at the time the certificate is to be granted.
- F. **Time Limit for exceptions to Graduate Requirements:** An exception from an all-University graduation requirement which is granted by the Board of Admissions, Scholastic Standards, and Graduation shall be void at the end of two calendar years from the date such exception is granted if all degree requirements have not been completed within that period.

- G. Applications for Degrees: A student should file with the Registrar a written application for his or her degree, in triplicate, four quarters before his or her expected date of graduation. Notice shall be sent to the student by the Registrar of the acceptance or rejection of his or her application. Each quarter the Registrar shall transmit the accepted list of candidates for degrees and certificates to be conferred at the end of that quarter to the dean of the appropriate college or school for his or her faculty's approval and recommendation to the Board of Regents. The list as approved by his or her faculty shall then be forwarded by such dean to the Registrar with a recommendation to the Board of Regents that all who fulfill their outstanding requirements for graduation will be awarded their respective degrees or certificates. No student shall receive a bachelor's degree, teaching certificate, or other certificate unless his or her name appears upon the list approved by the faculty of the appropriate school or college during the quarter in which the degree or certificate is to be granted.
- H. Financial Obligations: All financial obligations to the University must be paid before the student is allowed to graduate.
- I. Degrees with Minor: departments, schools and colleges are authorized to provide a course of study leading to an undergraduate academic minor. Requirements are within the purview of the department, school or college.
 - 1. The minor shall consist of not less than 25 credits. Interdisciplinary minors are encouraged. Courses taken to fulfill the minor may also apply as appropriate to the general education, writing and reasoning requirements. Completion of the minor will appear on the permanent record.
 - 2. Distance-learning minors (whether entirely new, or a distance-learning version of an existing minor) must be approved by the same process as non-distance-learning minors ~~or programs~~. Modes of content delivery must be described and approved at all levels, including unit, college, and Faculty Council on Academic Standards, ~~and university~~.
- J. Degrees with Double Major: Some colleges offer a bachelor's degree with double majors. The student's application for such a degree must show both majors and be approved by the major professors of both departments. Both majors will appear on the permanent record.
- K. ~~DL-suffix~~ course credits: Students may apply a maximum of 90 credits of ~~DL-suffix~~ coursework towards the credit requirements for graduation.

Section 4. A Second Bachelor's Degree.

- A. A second bachelor's degree may be granted, but there shall be required for this degree a minimum of 45 additional credits in residence, ~~and the minimum number of additional grade points shall be 90.~~
- B. Students who wish to obtain a second bachelor's degree register in the college from which they expect to obtain the degree, not in the Graduate School.

Chapter 15. Courses

Section 1. Course Numbering System.

University courses shall be numbered as follows:

1. Lower-division courses: 100 to 299, inclusive, normally for students in their freshman and sophomore years, or for those commencing a course of study that will culminate in advanced work.
2. Upper-division courses: 300 to 499, inclusive, representing more advanced work in any field, or special courses normally taken by juniors and seniors. Open to graduate students for credit in approved programs toward advanced degrees.
3. Graduate courses: 500 to 599 inclusive, for courses open to graduates only.
4. Precollege and make-up courses: 1 to 99 inclusive.

5. Undergraduate research: All undergraduate research courses shall be numbered 499, with the maximum amount of credit specified.
6. Graduate study or research: All graduate courses bearing the unqualified title "Independent Study or Research" shall be numbered 600.
7. a (suffix): For courses offered during the first half of a Summer Quarter.
8. b (suffix): For courses offered during the last half of a Summer Quarter.
9. ~~DL (suffix): For distance learning courses, except those numbered 500 and above that are under the purview of the Graduate Faculty, offered either by UW Educational Outreach or UW academic units that meet the following conditions: DL courses will be tracked in the internal UW records, but not specifically designated on official UW transcripts.~~
 - a. ~~The course has been~~ must be reviewed by the faculty of the proposing unit, the curriculum committee and by the regular administration and Faculty Senate processes.
 - b. The reviews must include consideration of specific means of content delivery and time allowed for completion.
 - c. The course must have the same prerequisites and the same educational outcomes as the same-numbered regular course.
 - d. All students (matriculated and non-matriculated) must meet all course prerequisites with exceptions requiring approval by the instructor.
 - e. Instructors must be approved by faculty of the proposing unit and must be given UW instructional titles.
 - f. ~~Starting and completion dates will be shown on the transcript for DL-suffix courses that do not conform to a quarter schedule.~~ DL courses will be transcribed following the grading practices for classroom credit courses specified in Volume Four, Part III, Chapter 11, Section 1 of the *University Handbook*.
 - g. ~~Otherwise DL-suffix courses will be transcribed following the grading practices for classroom credit courses specified in Volume Four, Part III, Chapter 11, Section 1 of the *University Handbook*.~~ Academic units must accept all versions of the same-numbered courses as equivalent for fulfillment of specific program requirements. However, a unit may set a minimum number of credits taken in residence and a maximum number of DL credits that may be applied towards the unit's degree.
 - h. ~~Academic units must accept all versions of the same-numbered courses as equivalent for fulfillment of specific program requirements. However, a unit may set a minimum number of regular credits taken in residence and a maximum number of DL credits that may be applied towards the unit's degree.~~ In addition to the initial review, DL courses must be reviewed in the third year by the appropriate curriculum review committees of the school or college.
 - i. ~~In addition to the initial review, DL-suffix courses must be reviewed in the third year by the appropriate curriculum review committees of the school or college.~~ The Registrar's Office will provide colleges and offering units grade distributions, student evaluations, and characteristics of enrolled students on a regular basis for DL courses offered through UWEO.
 - j. ~~UW Educational Outreach will provide colleges and offering units grade distributions, student evaluations, and characteristics of enrolled students on a regular basis for DL-suffix courses offered through UWEO.~~ DL courses not offered on the quarter calendar must specify a maximum term (not to exceed 6 months) for the student to complete the coursework.
 - k. ~~DL-suffix courses not offered on the quarter calendar must specify a maximum term (not to exceed 6 months) for the student to complete the coursework.~~

10. *j* (suffix): Joint courses: Courses given by two or more departments. When possible, the same number shall be used by all participating departments. When duplicate numbers are not available, different numbers may be used. In all cases the sponsoring department shall assume the responsibility for the publication of details, such as room assignment, Time Schedule, etc.
11. *X* (prefix): For some courses given by the Division of Evening and Extension Classes which carry only extension credit.
12. *CS* plus college code (prefix): For courses carrying Continuing Studies credit. Example: CSENG 400 Linear Systems Analysis (5).
13. *Hyphenated courses*: Two or three course numbers connected by hyphens shall indicate a series of courses in which credit is given only upon completion of the final course of the series, unless special written permission of the instructor is obtained.